OPEN TO: In-House Candidates Only   **OPENING DATE:** May 3, 2012
TITLE: AID Project Management Specialist   **CLOSING DATE:** May 16, 2012
GRADE: FSN-10 (Rs. 1,971,957 P.A. to Rs. 3,650,401 P.A.)   **AGENCY: USAID**
Position No: 80205-007   **LOCATION: ISLAMABAD**

BRIEF DESCRIPTION OF DUTIES: The incumbent shall provide technical and administrative support, performing such tasks as: internet research on energy and environment technical issues and USAID administrative issues; reports for program, the inspector general, and the deputy secretary; program implementation reports, and annual report preparation, including result reporting and data quality documentation and control; partner coordination; preparation of presentations; budgets for personnel; pipeline analyses and accruals; and close-out documentation; and organization and documentation of various analyses for review of and use by senior staff. The incumbent shall assist in the management of the Office's entire portfolio which includes bilateral agreements, fixed amount reimbursement agreements, and contracts and will liaise with the Financial Management Office, Contracts Office, Program Office, and Communication liaison. The incumbent will serve as COTR and an Activity Manager on at several activities.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Bachelor's Degree in Business, Science, Art or Commerce (fourteen years of education) from a recognized institution is required.

EXPERIENCE: At least five years of progressively responsible experience is required in development assistance support work. This should include experience with managing administrative processes and travel. This should include experience in the analysis and presentation of program report results in English both written and oral forms. Experience in the administration and budget and financial analyses of grants, contracts, and programs is also required.

LANGUAGE: Level IV (fluent) speaking/reading/writing of English and Urdu is required

KNOWLEDGE: A sound knowledge of the concepts, principles, techniques, and practices of development program management and result reporting is required. A thorough knowledge of Pakistan's region's economic, political, social, cultural, and political characteristics is necessary. A good knowledge of relevant organization's (i.e. bilateral or multilateral donor) programming policies, regulations, methodologies, and documentation procedures is required. After a training period, knowledge of specific programming policies, regulations, methodologies, and documentation procedures as well as the concepts, principles, and implementation status of the Office's energy programs is required.

ABILITIES & SKILLS: A detail-orientation to the performance of work and strong organizational skills are absolutely required. The ability to establish and maintain contacts with counterparts in relevant host-government and private sector organizations is required. The ability to communicate clearly and effectively, both orally and in writing, is necessary. The ability to obtain, evaluates, and interprets factual data and to prepare precise, accurate, consistently formatted, and complete reports is necessary i.e. results reports from partners using instructions from USAID/W. The ability to recognize significant developments and trends from collected and consolidated data and bring it to the attention of supervisors is required. Skill in the operation of personal computers is required including demonstrated ability to use word processing, spreadsheet, and calendar software applications, especially Excel, and with moderate training, knowledge of Outlook, Word, Power Point, and Access. The ability to guide employees is required, when their input is needed to accomplish part of assignment.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff). Applications should be forwarded on the following email/mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at **FSNIslamabad@usaid.gov**. While submitting through email, the Vacancy Announcement Number (e.g. 12-76) must be mentioned in the subject line.

Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.

2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 16, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.